

Appendix E: Local Call Numbers Sequences

See also:

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Manuscript collections are usually assigned sequential call numbers according to a locally-defined call number scheme, instead of Library of Congress Classification or other subject classification call numbers. Local call number sequences support efficient use of stack space for materials that do not require a browsable classification and patron stack access. Typically, a local call number begins with a string of alphabetic characters, common to all call numbers in the sequence, followed by a sequential number, which makes each complete call number unique.

Local call numbers are indexed alphabetically by Voyager, in an index separate from Library of Congress call numbers. Each sequence can be browsed as a shelf list, although the order will be partially off, as Voyager indexes numbers by digit (e.g. 1,10, 100, 101, 102...2, 20, 200, 201, 202, etc.) instead of in counting order. When creating a new sequence, consider starting the sequence with a readily identifiable string of characters, especially if browsing is desirable. Before implementing a new local call number sequence, consult with the Chief Catalog Librarian.

Examples of local call number sequences:

MS [#]

(Manuscript collections, Manuscripts and Archives)

RU [#]

(Yale University archives, Manuscripts and Archives)

MSS [#]

(Manuscript collections, Music Library)

Misc. Ms. [#]

(Miscellaneous manuscripts, Music Library)

GEN MSS [#]

(General Collection manuscripts, Beinecke Library)

YCAL MSS [#]

(Yale Collection of American Literature manuscripts, Beinecke Library)

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Source URL: <https://web.library.yale.edu/cataloging/manuscript/appendix-e-local-call-numbers-sequences>

Links

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<single-manuscript-instructions> [4] <https://msu-cataloging-manual.beinecke.library.yale.edu/>